

The U.S. Embassy Residence provides a good opportunity to work for high-ranking officials in an international environment.

<i>Vacant Position</i>	<i>Residence Manager</i>
<i>Job Description</i>	Under the general supervision of the Principal Representative, the incumbent supervises residence staff and manages daily residence operations. Organizes a variety of official and private events including, but not limited to, one-on-one meetings, 50 person formal dinners, and 1,500 guest buffet receptions. Maintains inventory of supplies, property and valuables, accounting and time and attendance records, general upkeep of historical residence, etc. Performs other duties as determined by the Principal Representative.
<i>Qualifications</i>	Must be a citizen of Japan or non-Japanese with required residency status for employment. Must have supervisory experience and protocol knowledge. Must have knowledge/experience in hospitality management or diplomatic mission work. Must have advanced computer skills and excellent communication skills in English and Japanese. Must possess a valid Japanese driver's license for ordinary car with safe driving record. Must be positive, proactive, professional and be able to work a flexible schedule including weekends and/or holidays.
<i>Location</i>	Minato-ku, Tokyo (Within 10 min. from Toranomon, Tameike-Sanno, Roppongi-1chome or Kamiya-cho subway stations)
<i>Employment Conditions</i>	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Fulltime, 40 hour work week.</p> <p>Compensation: Approx. ¥6.5 million/year including bonuses and other allowances. Commutation Allowance provided separately. Wage increase is considered upon renewal of contract. Advance severance is provided at the end of each contract.</p> <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>Labor Insurance: Worker's Compensation and Employment Insurance</p>
<i>To Apply</i>	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p>By mail: EMR/Residence Manager, U.S. Embassy, 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420; or</p> <p>By E-mail: NakashimaNX@state.gov</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Closing Date : March 29, 2010</p>